

LCDC PTO Meeting Agenda
April 21, 2015

I. Welcome

II. Business – Amanda

- i. Flower Power Update- only 3 days to order
 - a. The budgeted revenue for this fundraiser was \$400-\$700. Currently, we have a revenue of \$392 from the sales.
 - b. Thanks for everyone who ordered and all those who volunteered to sit at the table.
 - c. NOTE: Flower Power is a Canadian company so there might be a currency charge or a call confirming that you are making a purchase outside of the country.
- ii. Teacher Appreciation Week - (May 4-8)
 - a. This is a week for us to show the teachers how much we appreciate them
 - b. Zehna Haikal has volunteered to chair
 - c. We still need volunteers for the planned activities. Please respond to the email to volunteer
 - d. <http://www.signupgenius.com/go/20f0d4cacab2aabf85-teacher>
- iii. End of Year party- suggested dates May 29th or June 5th. Please email the board by April 24th if you have a preference for one of these dates. We are also looking for a chair for the party.
- iv. Thanks to the LCDC teachers and staff for all the planning and work for Week of the Young Child.
- v. Centennial Ornament- Center has given PTO the right to do the ornaments for the centennial ornament. The 95th ornament was a highly successful fundraiser. Odilyn Luck chaired the first ornament design and sale and has said that she will chair this fundraiser. Please contact Odilyn if you are interested in volunteering to help with this fundraiser.

III. Finance – Carly

- i. Combined account balances \$3,354.07 as of April 1. Next planned expenses will be Teacher Appreciation Week, biggest expense will be Teacher Wish Lists in late summer. Near term income expected from Flower Power fundraiser and Spring Pictures.

IV. Directors Report – Ms. Cak

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- i. Security update on badge access to LCDC- on hold based on security decisions needed to be made.
 - a. Nothing new to report
 - b. Current delays due to security levels/restrictions, demolition, implementation of new badge readers, etc
 - c. Still would like to accomplish this, but on hold at the moment
- ii. Construction Update
 - a. Repairs following pipe burst are nearly complete.
 - b. Some work to be done in the electrical room
- iii. Demolition Update
 - a. Tentatively set for late May/early June
 - b. This week will mark the final clean-up of back buildings
 - c. All demolition will take place over weekends
 - d. Temporary fencing will be placed on the playground to safely allow children to portions of the play area during demolition process
 - e. No children outside when heavy machinery is operating
 - f. A dishwasher is being relocated into the laundry room area
- iv. Enrollment Update
 - a. 71 currently enrolled
 - b. 54 children who have visited, but not yet enrolled (wait list)
 - a. 32 Little Dippers
 - b. 10 Big Dippers
 - c. 4 Comets/Twinkle Stars
 - d. 5 Shining Stars
 - e. 3 Rockets
 - c. Reasons for not yet enrolling-not yet born, looking for later enrollment date
 - d. Currently working through priority listing to fill available spaces
 - e. Child care is a living, breathing being. Adjustments will be made to accommodate the needs of the families/children served.
 - f. Currently, highest number is 2 – 3 year olds.
 - g. Comets/Twinkle Stars partner together in terms of the goals/objectives to be accomplished. May also work

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- together on lesson plans, activities, etc based on needs/interests of children. Twinkle Stars also partners with Shining Stars to create smooth transitions.
- h. Update on WIN points can be expected by next PTO Meeting. Make sure that you get the documentation
 - v. WIN Points
 - i. Planning to have an update on the program review/changes by next PTO meeting
 - ii. Opportunities
 - a. Bulletin board frames need to be cut and installed
 - b. Help cleaning out the back buildings in preparation for demo
 - vi. Tadpoles update- over 70% of parents are viewing their daily reports
 - a. Items to follow up with Tadpoles on-
 - a. Can tadpoles look into being able to add notes from the computer, not just the app?
 - b. Ability to mark that you are coming in late?
 - c. Can we have a way to upload shutterfly pictures into tadpoles that way the pictures can be uploaded for the parents to be able to download?
 - b. Tags for pictures and videos can be tagged for the whole class versus a specific child. So there is a possibility that you will receive pictures that you child is not in.
 - c. Suggestions are helpful.
 - vii. LCDC would like to hold an AUCTION/YARD SALE-
 - a. The LCDC has the ability to sell any items that were purchased with non-appropriated funds. The remaining items (shelving, school bus loft, playground equipment, rocking chair, easels, toys...) that are located in the buildings that are slated to be demoed are available for sale. Items that can be sold need to be rounded up from the demoed buildings and the sheds.
 - b. The LCDC would like to invite parents to participate in the yard sale. If parents have items (toys, equipment, clothing) that they would like to donate to sell, please contact Ms. Cak.

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- c. The proceeds from this sale will be used to purchase new classroom shelving and cubbies.
- d. Proposed date is Friday, May 15.

V. Parent and Teachers Comments/Questions

- i. Cubbies in Rockets and Shining Stars classrooms
 - a. The fact that the classrooms don't have an individual cubby space for each child is problematic from a storage, organizational, and sanitation standpoint. While there are two hooks in each cubby, with winter coats and children bringing giant backpacks, there is not room for a second child. It should naturally get better when the weather is warmer and winter coats aren't taking up the space, but backpacks will still be a problem.
 - b. What is the reason for the backpacks? Are they needed?
 - a. Cubbies in the Twinkle Stars/Shining Stars and Rockets room are smaller and designed for two children to share.
 - b. The cubbies were not put in the budget for this year but will be planned for the near future.
 - c. Preschool kids have been allowed to bring their backpacks so that they can start preparing for going to school.
- ii. There was a concern brought up about lunch time. Lunch is currently served at 11:00. Some kids are very hungry once they get home because of the length of time between lunch and dinner.
 - a. USDA requires food be served every 3 hours. Breakfast is served at 8:00 therefore lunch at served at 11:00. Snack time is at 2:30 (due to naps the 3 hour USDA requirement is allowed to be slipped).
 - b. If you would like your child to have an additional snack at the later in the day (around 5:00), please let the teacher know.
- iii. Based on the dishwasher being installed in the laundry room- can they start using more reusable cups in the classes (specifically the Comets class where Styrofoam cups are used)?

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- a. The plan for the future is to use more reusable dishes but all dishes have to go back to the cafeteria to be sanitized in accordance with safety regulations. Part of the ongoing cafeteria transition is ensuring that they have the capability, resources to handle additional dishes. This transition will be a gradual process as they continue to increase their capability.

VI. Important Upcoming Dates

- i. May 4-8: Teacher Appreciation Week
- ii. May 10: Mother's Day

VII. General reminders

- i. LCDC is on the web (<http://pto.larc.nasa.gov/>) and on Facebook
- ii. Parents Concerns options:
 - a. Ms. Cak would love to encourage families who may have concerns to come directly to her so that you can work together to address them
 - b. The PTO Parent Concerns form is still available and can be found at <http://tinyurl.com/o5x7no5>. This is an anonymous way to communicate concerns to the PTO board and are addressed at the PTO meetings.
 - c. We can also be reached at any of our NASA email addresses or at lcdcpto@gmail.com
- iii. Please remember to collect and bring in your Box Tops, Labels for Education and Farm Fresh 123-4 receipts. The drop-off location is outside the Big Dippers room. Contact Nicole Hintermeister with any questions.
- iv. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Nicole Hintermeister)
- v. Scholastic Book Sale information -shop online: scholastic.com/readingclub, One-Time Class Activation Code: NFMHD

VIII. Closing Remarks – Amanda

- i. The next PTO Meeting will be **Thursday, May 21, 2015**, at **12:00pm**. We will meet in the 2102 room 115.
USA Toll Free #: 1-844-467-6272

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Participant Passcode: # 630134